GRAND VALLEY STATE UNIVERSITY
www.gvsu.edu

Grand Valley State University
Banner Finance
Grants Module



This guide is designed to be used in conjunction with attendance in training classes provided by the Banner Finance Training Team.

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Objectives

This guide is designed for Grand Valley State University employees that work frequently with grants to enable them to access and navigate within the Internet Native Banner system and learn the basic query and reporting functions for grants. Upon completion, employees will be able to obtain information regarding budgets, revenues, expenditures, commitments, and available balances within their grants and other areas of fiscal responsibility.

What is Banner?

Banner is a web-based software application developed specifically for higher education institutions by a company called SunGard SCT. Banner provides an online environment that will allow GVSU to perform computing functions in a highly efficient manner as all data will now be totally integrated and shared among different departments across the University.

Banner comes in two distinct options: Internet Native Banner (INB) and Self-Service. Self-Service is a more user-friendly interface that allows a specific set of processes to be completed. It is more intuitive and less intensive than that of INB; however, not all Banner processes can be completed with Self-Service. Either option can be used to review grant financial activity.

What is INB Grants?

The Research Accounting module of INB provides for tracking grants. This module contains all of the accounting, reporting, and billing functions necessary for post-award management.

Research Accounting module includes maintenance and tracking tools primarily used by researchers and research administrators. These components provide for information tracking on key personnel, funding agency contact, and funding agency address. This module also provides for creation of grant budgets, indirect cost allocations (F & A) and cost share calculations. An electronic Grant Billing feature is also available that enables users to track grant expenditures (billed and unbilled) and payments received from sponsoring agencies. This process will be implemented in latter 2006.

Another feature to be implemented after "Go-Live" is Event Tracking where electronic notification of reporting due dates will be provided. Stay tuned!

Quick Review

Chart of Accounts

The **Chart of Accounts** is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. The Chart of Accounts structure in Banner is composed of four elements (**FOAP**):

Fund
Organization
Account
Program

FOAP

Fund

A fund is a six-character code that identifies the **source** from which money is being drawn. Each grant is assigned a unique fund number. The first two digits reference the type of funding, the third digit references the specific funding source and the remaining three digits are unique to each grant project.

Quick Tip

Refer to the FOAP Crosswalk Tool Job Aid for a quick reference tool

A new naming convention has also been established. All grant fund names begin with the original funding source, then identify the pass-through funder, if applicable, and then the unique grant reference. For example, a federal grant received from Michigan Department of Education would be named:

USDOED\MDOE:Grant project name

Organization

A five-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define **WHO** spends the money.

Examples of Organizations:
40625 – AWRI Annis Water Resources
57105 – Accounting Office

Account Code

A four-character code that identifies general ledger (assets, liabilities, control, fund balances) and operating ledger accounts (income, expenditures, transfers). Revenue account codes identify the type of revenue received, such as tuition or auxiliary sales revenue. Expenditure account codes identify the type of expenditure, such as salaries or supplies.

Examples of Accounts:

1000 – ASSETS
2000 – LIABILITIES
5000 – REVENUES
6000 – SALARIES, WAGES & FRINGES
7000 – CSSM & EQUIPMENT EXPENSES
8000 – MANDATORY/NON-MANDATORY XFR

Program

This is a three-character code that identifies a function and enables the institution to establish a method of classifying transactions across an organization. Program codes were designed to correlate to the Higher Education Institutional Data Inventory (HEIDI) reporting scheme.

Examples of Program Codes:

100 – Instruction
200 – Research
300 – Public Service
400 – Academic Support
500 – Student Services
600 – Institutional Support
700 – Operation and Maintenance of Physical Plant
800 – Scholarships and Fellowships
900 – Auxiliary Enterprises

Grant Code

Grant codes are used to combine all related Fund codes to one reference code. If one fund code is established for a grant, then the grant code will be the same as the fund code. However, some grants require more than one fund to manage the financial activity. Some examples of grants requiring multiple fund codes are when r cash match or multiple budget periods are involved. In these instances, the Grant code is assigned the same code as the lead fund code number. In summary, multiple fund codes can be used for a single grant award, but only one grant code can be assigned.

Logging into Finance INB

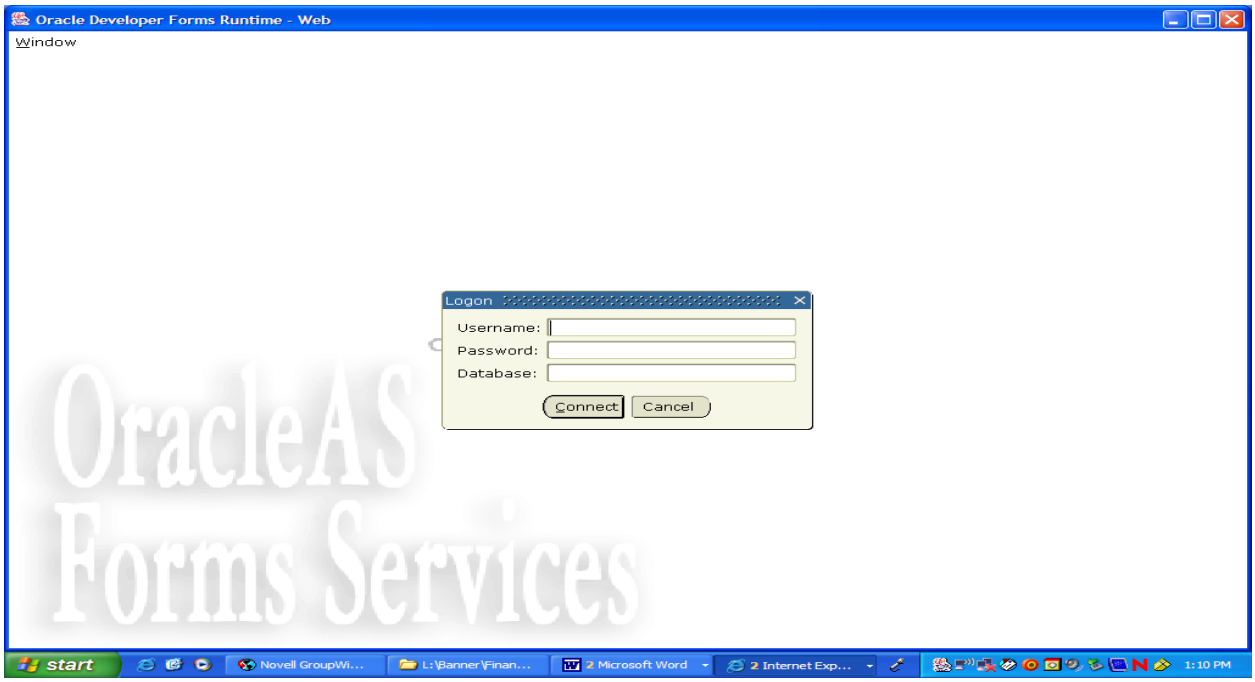
Finance Internet Native Banner (INB) is a web-based program. To use it, open an Internet Browser and log into Finance INB. (Browsers include Microsoft Internet Explorer, Netscape Navigator, etc.)

1. **Open** Internet Explorer
2. **Type**: **http://banner.gvsu.edu** **<press enter>**
3. **Locate** Internet Native Banner
4. **Click**: Internet Native Banner (INB)

Quick Tip

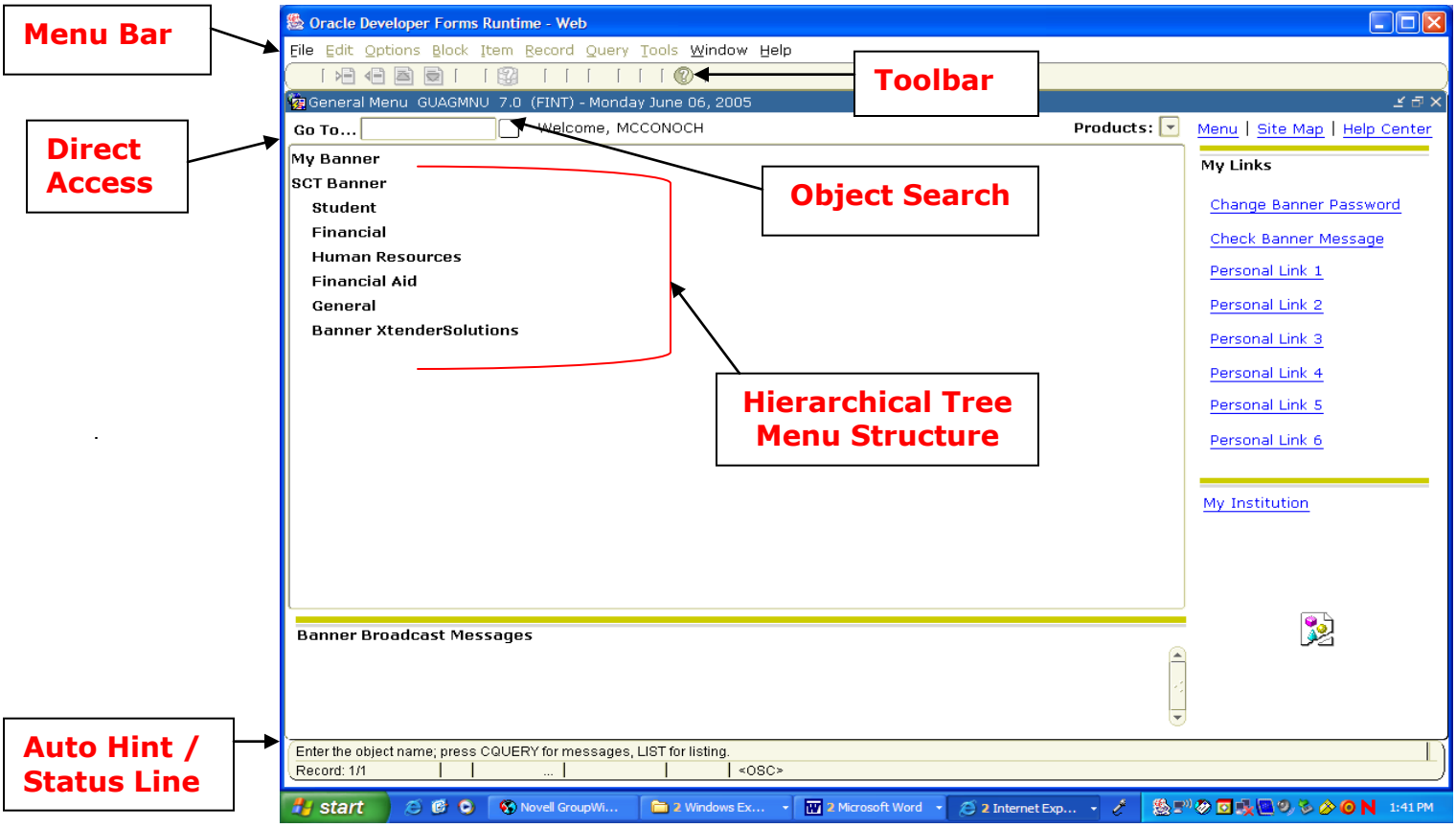
Banner INB logins are case sensitive. The login screens may vary based on system access

5. **Type:** User ID
6. **Type:** Password (leave "Database" field blank)
7. **Click:** Connect button



Internet Native Banner Main Menu

The Main Menu provides an overview of the menus, forms, and jobs in SCT Banner. You can use the Main Menu to navigate through SCT Banner.

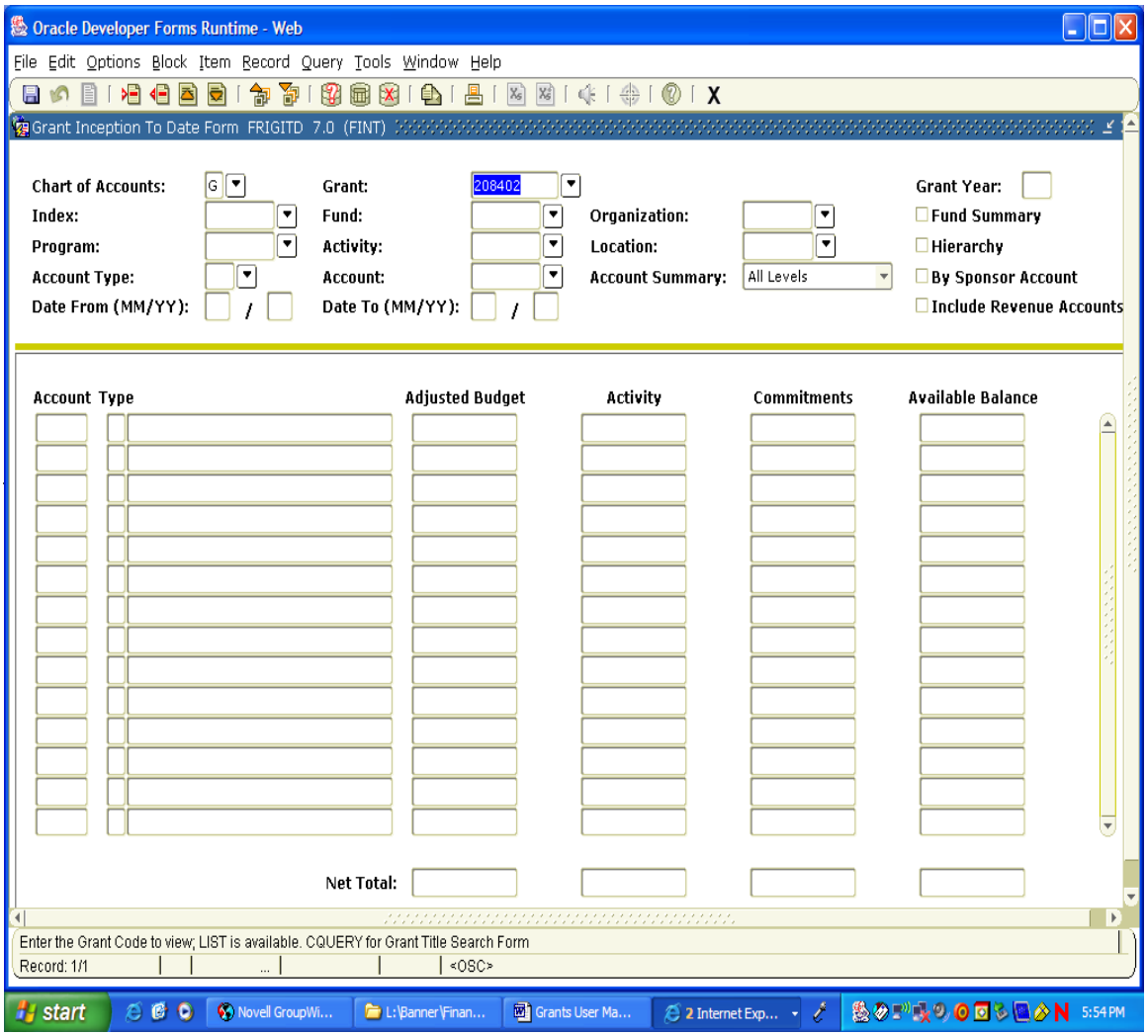


Main Menu Sections

Menu Bar	Offers a variety of selections for navigating within SCT Banner
Direct Access	Allows direct access to forms, jobs, menus
Object Search	Access a form or job if you know part of its name, description or type
Toolbar	Set of icons that represent shortcuts for performing common functions
Hierarchical Tree (Steps) Menu Structure	When accessing Forms from the Main Menu they are displayed as a hierarchy which expand and collapse content by clicking on the plus and minus signs
Auto Hint / Status Line	Briefly describes the field where the cursor is located, explains the purpose of the field, what can be done next, or how to move to another window or form

Grant Queries (INB Forms)

FRIGITD is the Grant Inception to Date Report form:

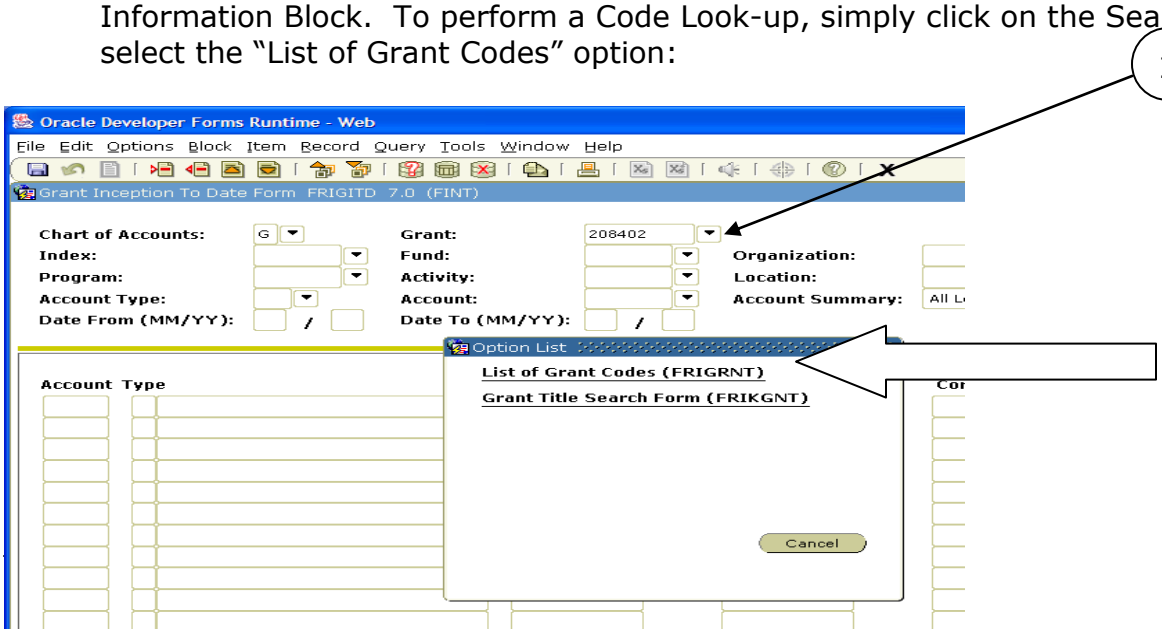


Quick Tip

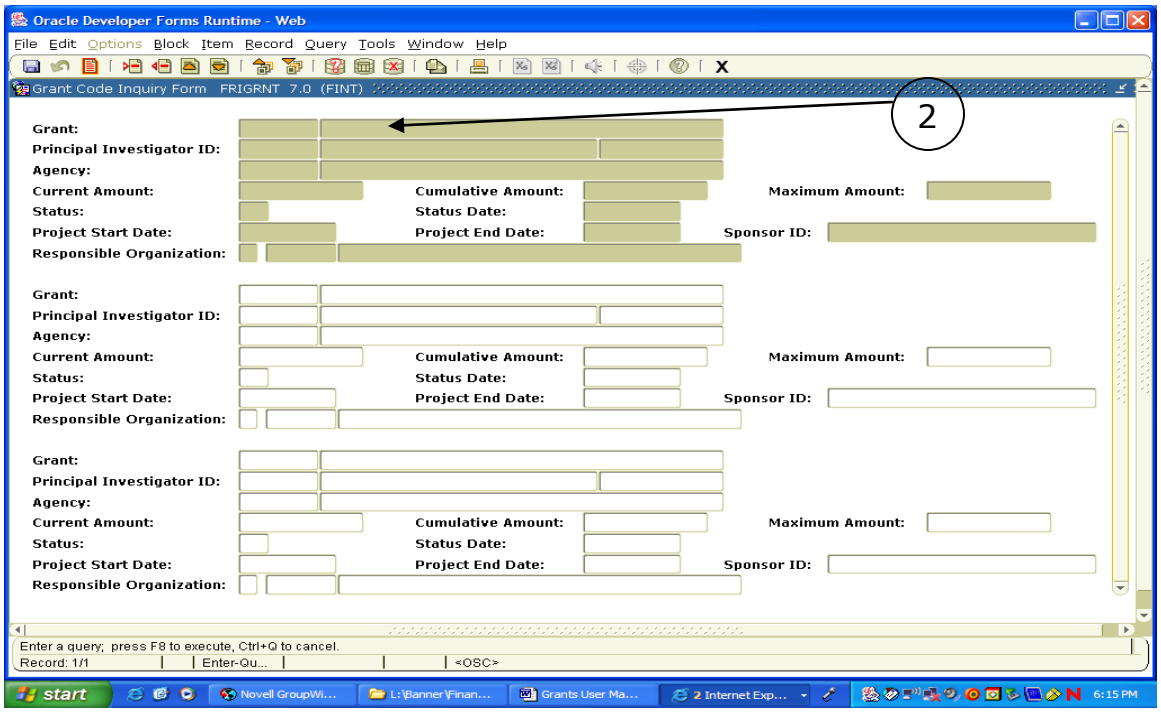
This form can also be opened via the Direct Access menu by typing FRIGITD and pressing the Enter key on the keyboard.

FRIGITD - Grant Inception to Date Report

1. To check a Grant account balance, type the Grant code in the Grant code field in the Key Information Block. To perform a Code Look-up, simply click on the Search box and select the "List of Grant Codes" option:



2. Tab to the second field of the first line. We will search for all grants from the Department of Interior (DOI). Remember that wildcards work here, so type "%DOI%" and click on the Execute Query icon.
3. All grant codes with DOI in the name will be displayed.

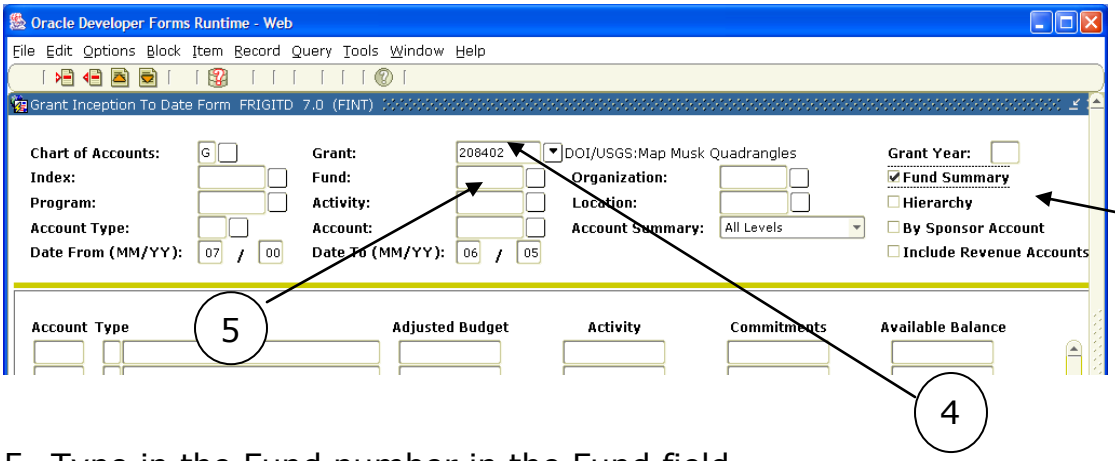


Quick Tip

To narrow a query, type the part of the code or the part of the title you remember in the appropriate field and then use the wildcard search functions.

REMEMBER, search fields are case sensitive!!

4. Find the grant code for DOI/USGS: Map Musk Quadrangles and double click on the grant code. This will populate the grant code field on FRIGITD.

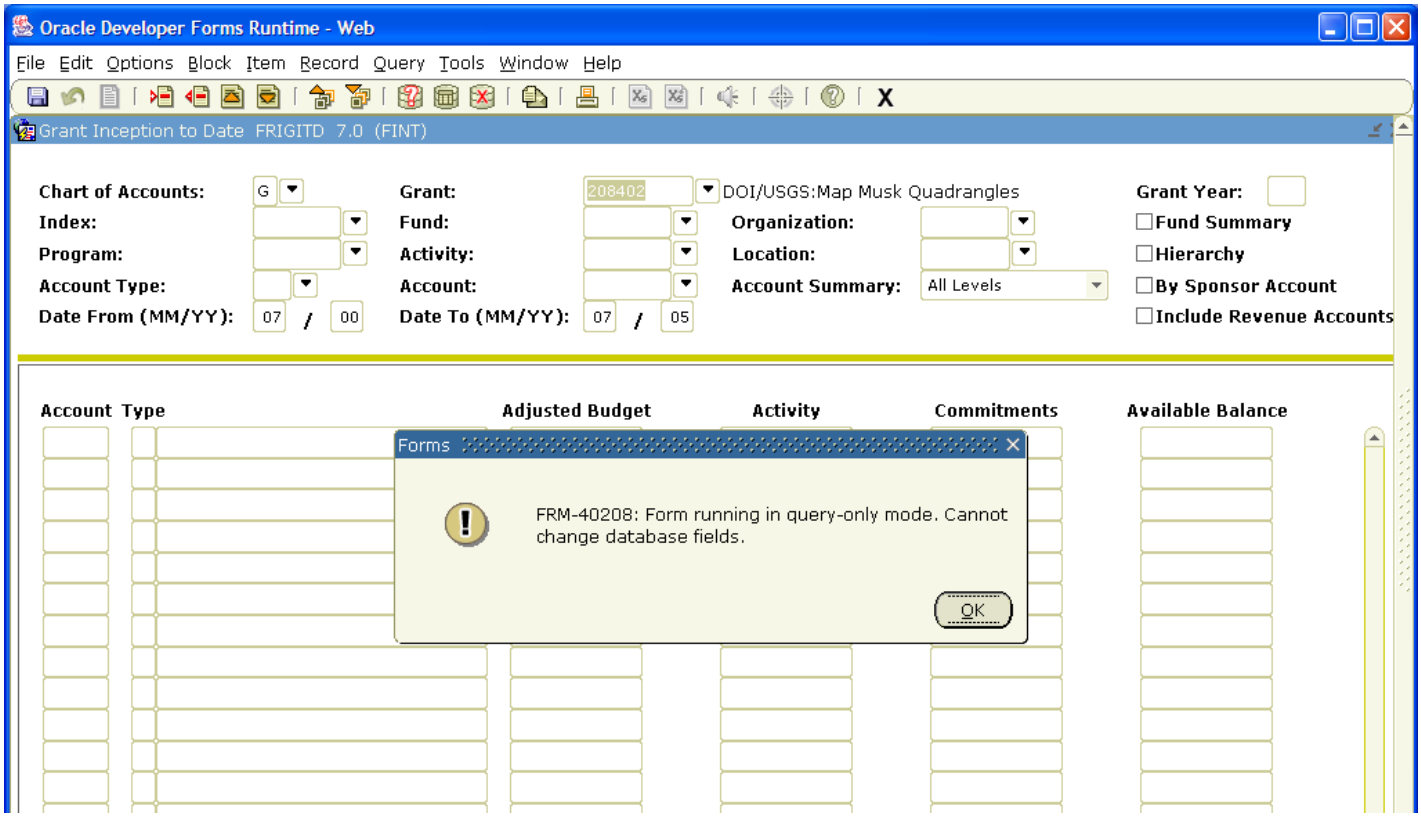


Quick Tip

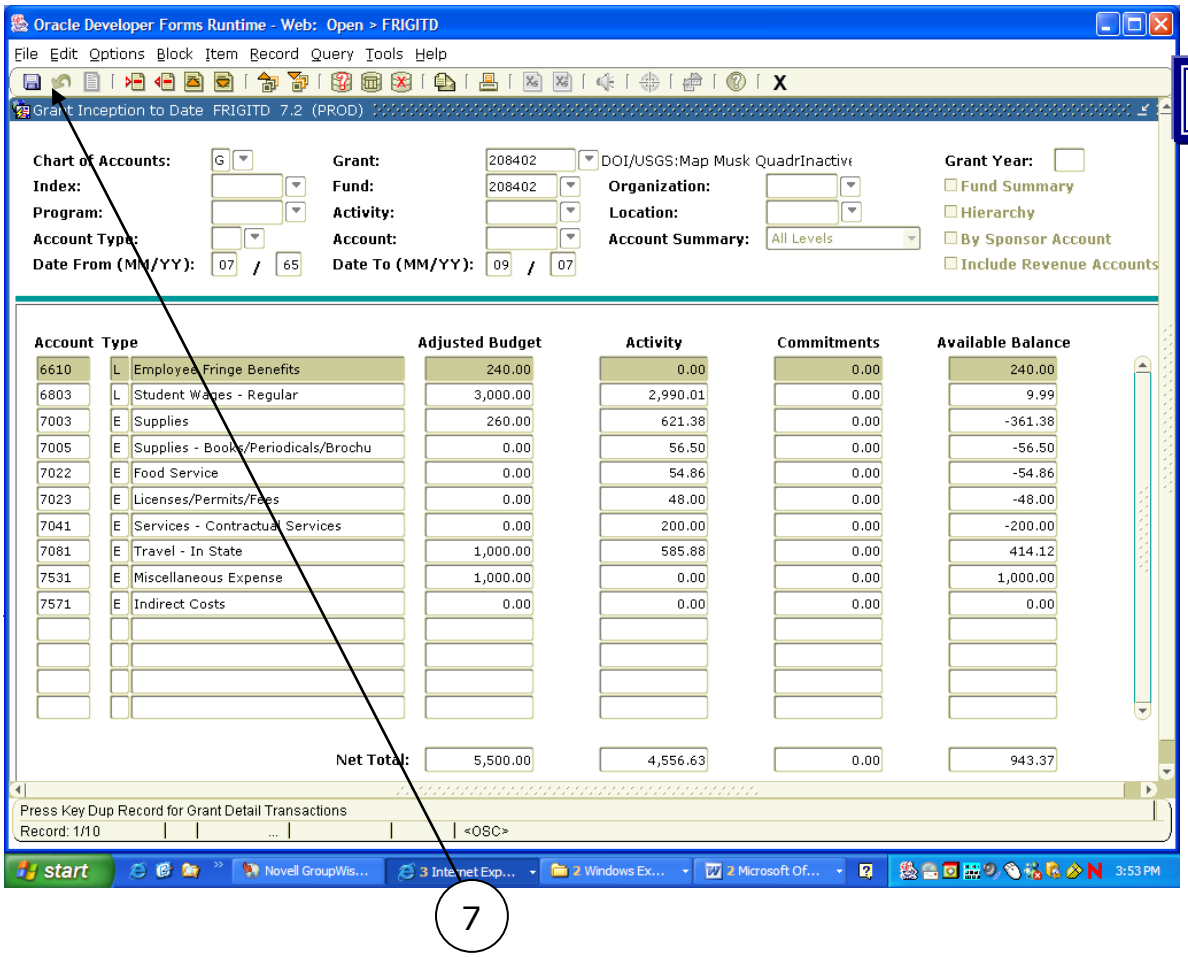
A number of query options are available with this form

5. Type in the Fund number in the Fund field.
6. Click on the Next Block button to view the Fund summary Grant information.

Please Note: User Security has been established such that most Users, when proceeding to the next inquiry step on this Form, will receive a reminder message as displayed below:



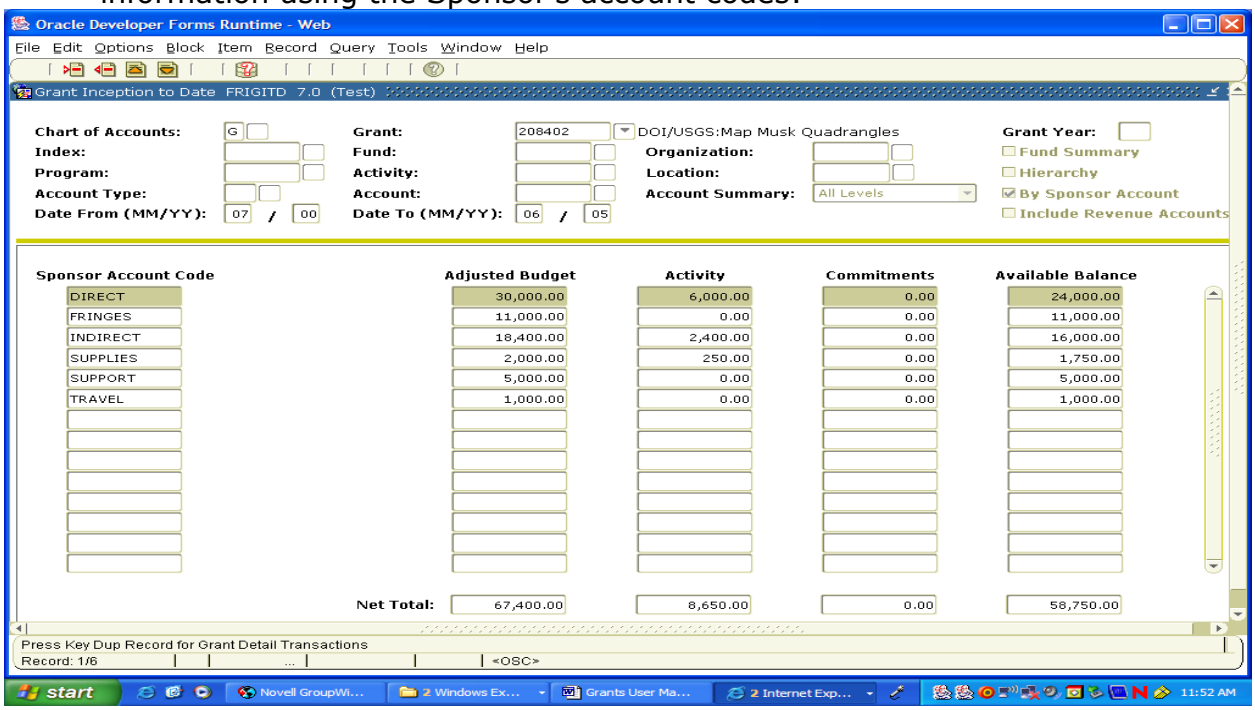
Click "OK" in the message box to proceed with the query.



Quick Tip

NOTE: Zero balance lines generally have detail transactions – don't forget to look!!!

7. Rollback to the previous block to perform this query with another option.
8. Select the **By Sponsor Account** option and then Next Block to view the grant information using the Sponsor's account codes:

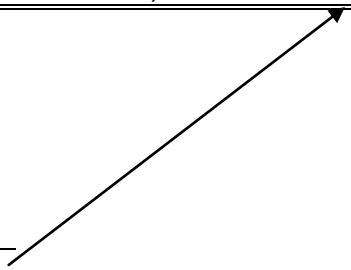


Note that the grant information is now displayed using the Sponsor's account code format! The example below illustrates the "grant code translation" functionality provided by Banner. Any number of Sponsor code structures can be converted using this utility.

Banner Account Code	Banner Account Description	Sponsor Portion (Fund 208402)	University Portion (Fund 264402)	Grant Total
	Salaries and Wages			
6002	Academic	$ 15,000		$ 15,000
6102	EAP	10,000		10,000
6202	COT		5,000	5,000
6803	Student Wages	5,000		5,000
6610	Fringe Benefits	9,000	2,000	11,000
	Total Personnel Costs	39,000	7,000	46,000
7010	Supplies	2,000		2,000
7081	Travel	1,000		1,000
7571/72	Indirect Cost (40% of S, W, & F)	15,600	2,800	18,400
	Total	**$ 57,600**	**$ 9,800**	**$ 67,400**

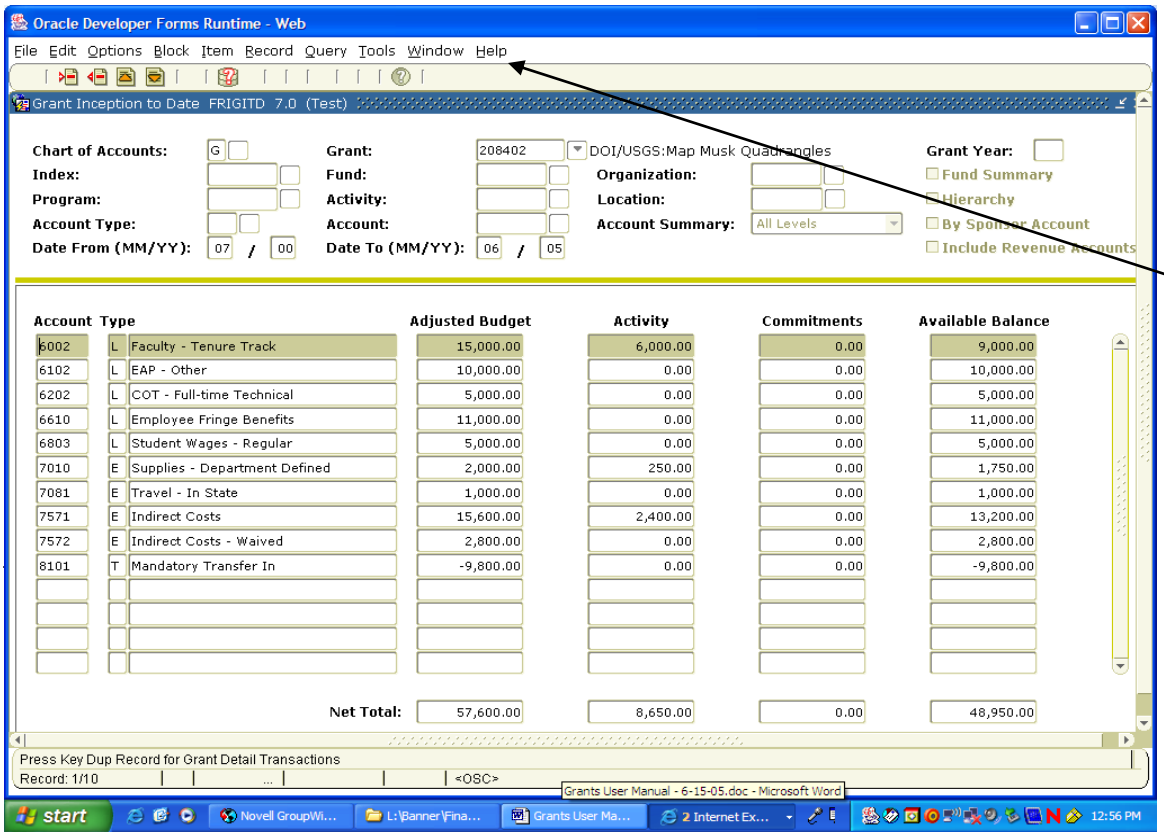
Reporting format to funder:

DIRECT (Acad, EAP & Stdt wages)	$ 30,000
FRINGES	11,000
INDIRECT	18,400
SUPPLIES	2,000
SUPPORT (COT wages)	5,000
TRAVEL	1,000
Total	**67,400**



NOTE: Selection of Banner account codes is very important to a successful display. Only those Banner account codes that are mapped to sponsorship codes should be utilized to record financial activity.

9. Rollback to the previous block to perform the query without any option boxes selected.
10. Click on Next block to view the Grant Inception to Date summary information below:

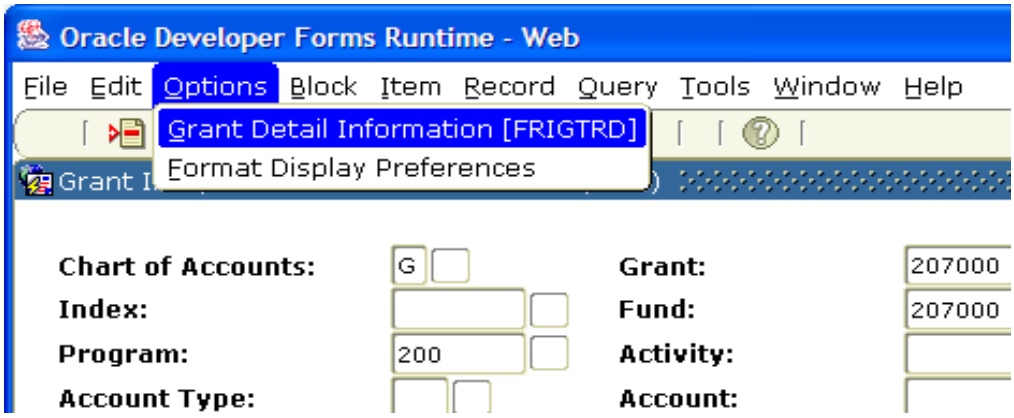


Quick Tip

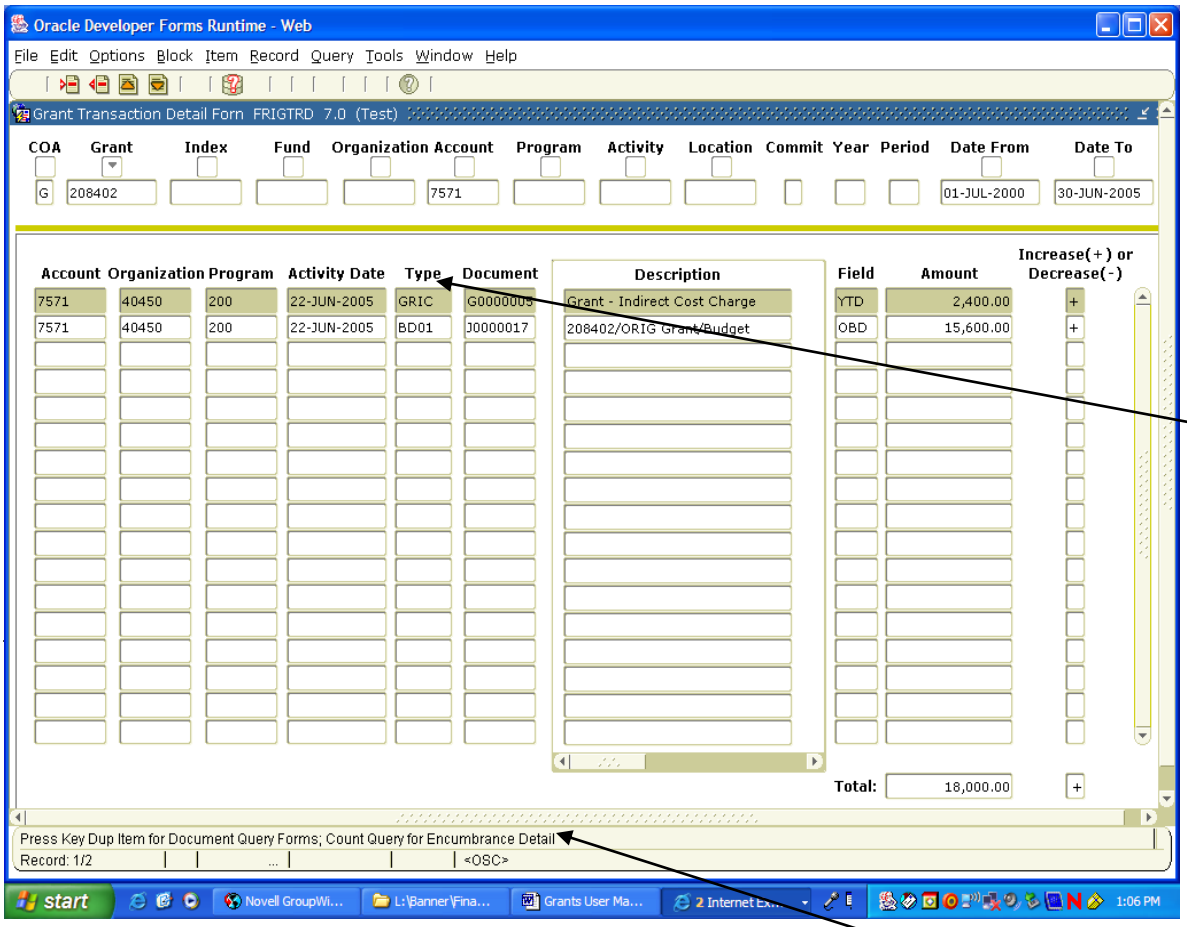
Check the drop-down Help menu to determine whether download capabilities apply to the form.

Activity reflects the inception-to-date balances based on the period of time entered in the Key Bock "Date From"/"Date To". This is the only form in Banner INB that displays inception-to-date activity.

Additional details are provided through the Options Menu as shown below:



Assume that transaction details are needed for the Indirect Cost account 7571. The row for that account must be highlighted; now select the Transaction Detail Information line from the Options drop-down menu. The results are shown below:



Quick Tip

See Commonly Encountered Rule Codes for definitions

Quick Tip

For additional detail select the options menu or follow the prompts in the Auto Hint/Status Line for other navigation messages.

Note that indirect costs will continue to be posted at month-end based on the grant budget parameters established in the grant set-up process by the Grant Accountant.

When you receive an award notice for a new grant, what are your next steps?

Let's review the New Grant Setup process next.

NEW GRANT/POST-AWARD PROCESS

To acquire a Fund Code for a new Grant, the Director of Grants Development & Administration will assist with the initiation of the Request A New Fund (RANF) process. She will work with the PI and Office Assistant in completing the RANF and gathering the required documentation. The RANF must be submitted with:

- The Official award notice
- Final grant budget
- Final grant agreement
- Grant proposal

The RANF, with the accompanying documents, next need to be signed by the Dean and Provost. The Provost office sends the packet to Chris DeMull, Controller's Assistant, for processing a new Fund Code and creating the Grant file. Once a Grant file is created and the Controller issues a notification memo, the file then comes to the appropriate Grants Fund Accountant for further action and PI contact.

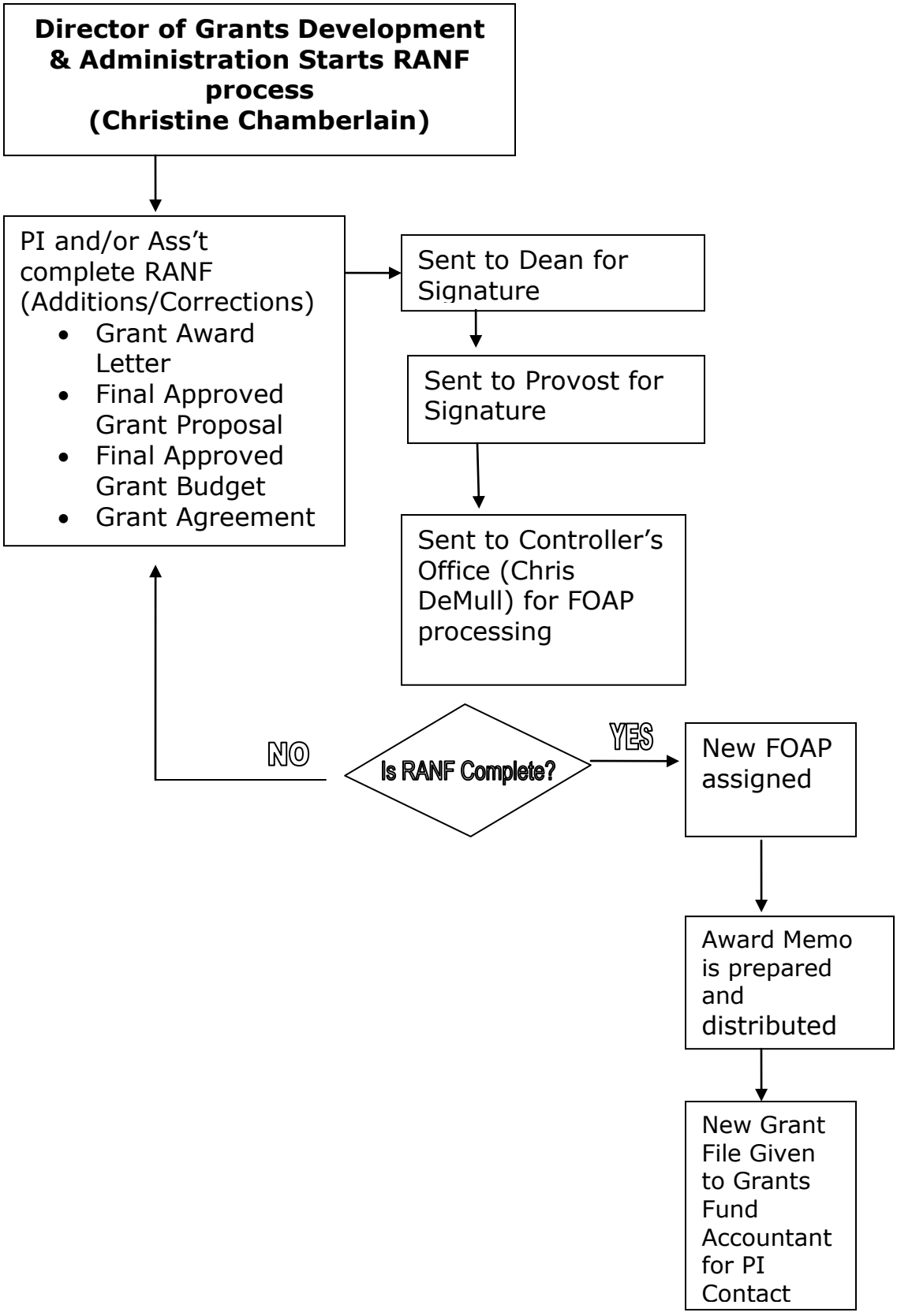
See the Award Notification flowchart below.

Quick Tip

Follow this link to view and print the new RANF form:

http://www.gvsu.edu/busfin

(Click on Forms under the Popular Pages reference box and go to Miscellaneous Forms.)

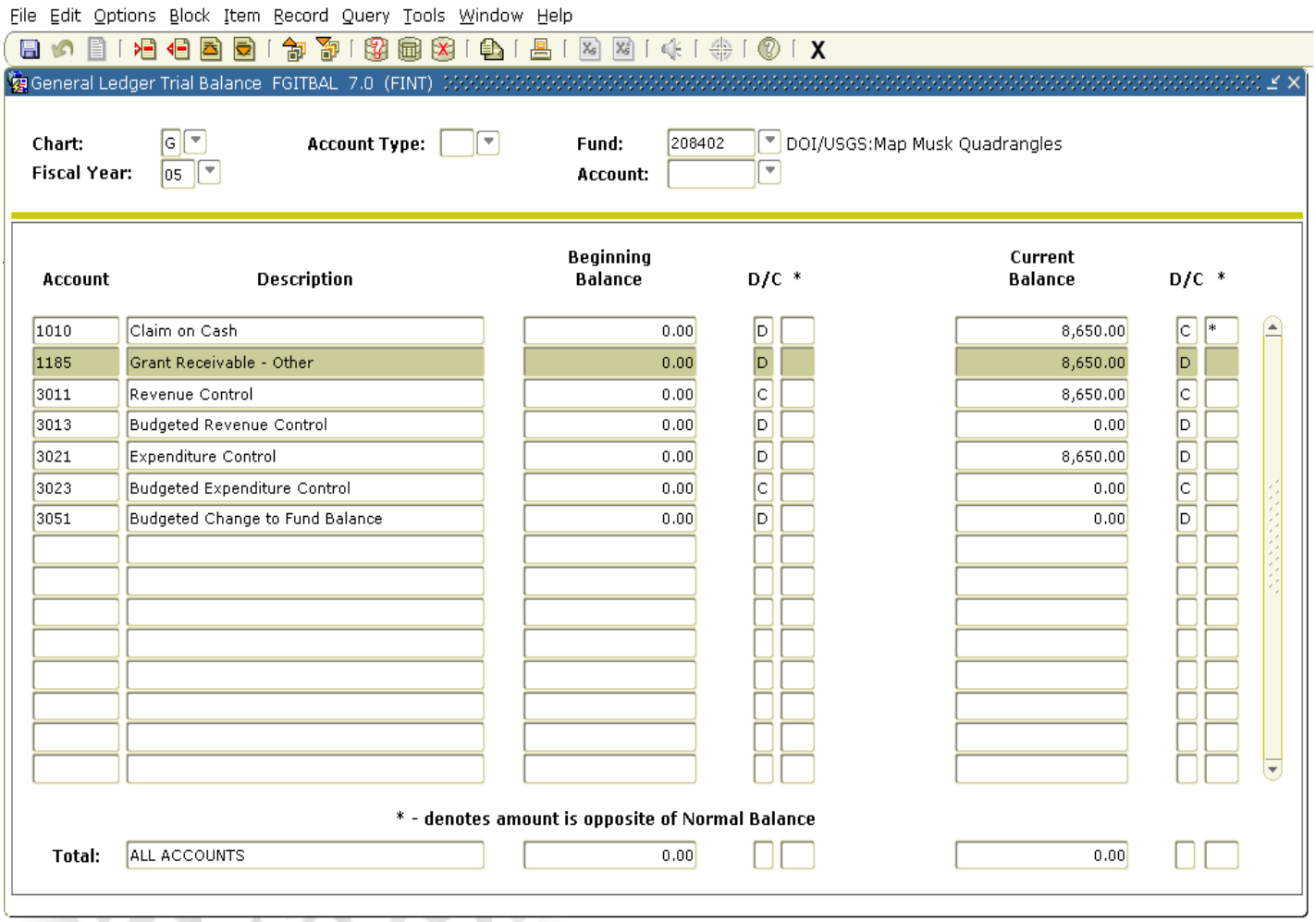

Director of Grants Development & Administration Starts RANF process (Christine Chamberlain)
PI and/or Ass't complete RANF (Additions/Corrections)
Grant Award Letter
Final Approved Grant Proposal
Final Approved Grant Budget
Grant Agreement
Sent to Dean for Signature
Sent to Provost for Signature
Sent to Controller's Office (Chris DeMull) for FOAP processing
Is RANF Complete?
NO
YES
New FOAP assigned
Award Memo is prepared and distributed
New Grant File Given to Grants Fund Accountant for PI Contact

FGITBAL – General Ledger Trial Balance

This form provides a statement of financial position for the grant and is useful for monitoring outstanding receivable activity.

1. In the Key Block, enter **Fiscal Year** & **Fund** Code.

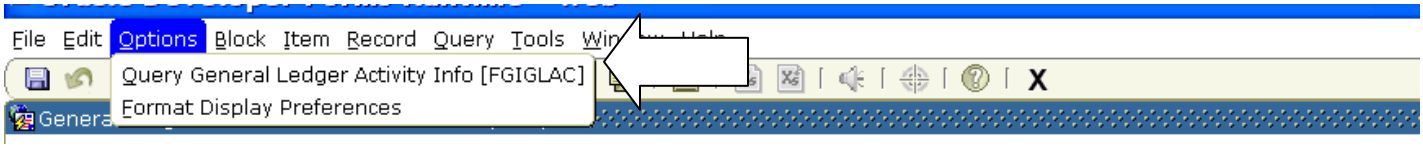
2. Click on the Next Block icon to perform the query. The results are displayed below:



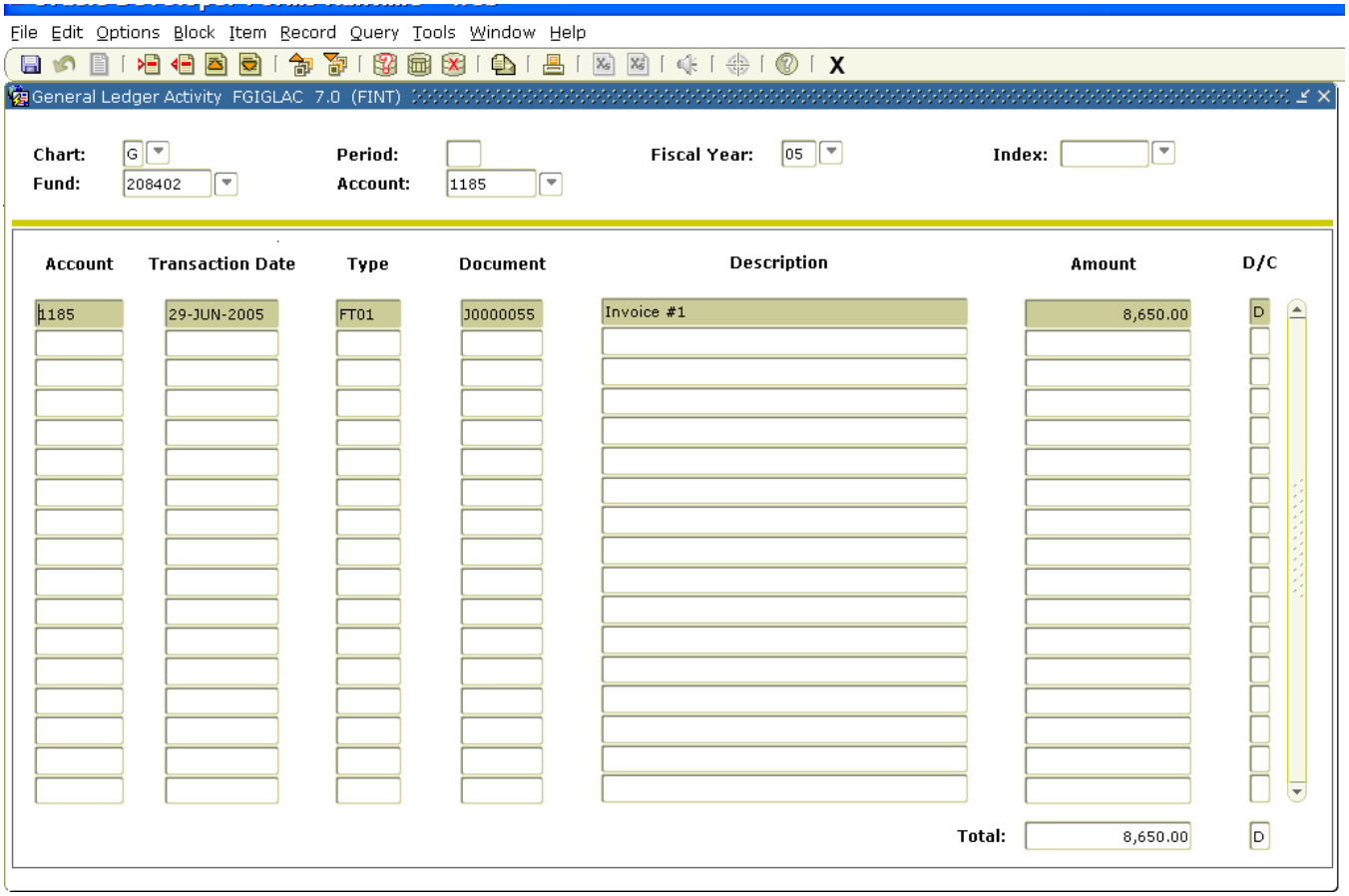
Note that if more specialized query criteria are warranted, enter a specific General Ledger account code, such as accounts receivable and then proceed to the Next Block.

Quick Tip INB Form **FGITBAL** equates to the old FRS screen 18.

Additional details are provided through the options menu as shown below:



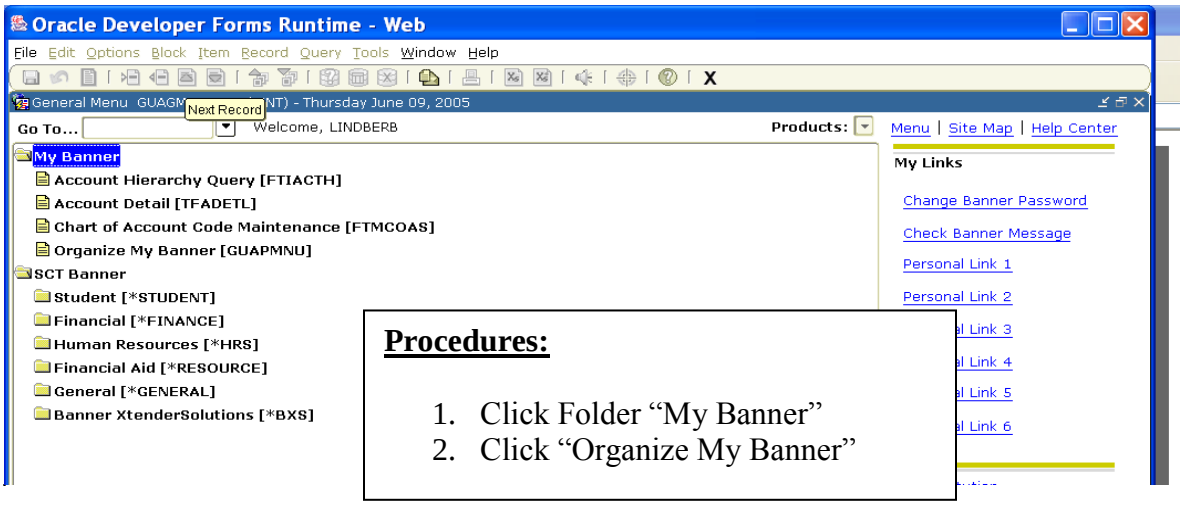
By keeping the cursor in the Grant Receivable field and selecting Query General Ledger Activity Info [FGIGLAC], all transaction detail for the line selected will be displayed as shown below:



Quick Tip Add INB Grant Module forms to your Personal Menu for ease of future access.

Creating a Personal Menu

This feature allows you to create your own menu of commonly used forms for quick and easy access. Add the INB Grants module forms most likely to be used most as follows:



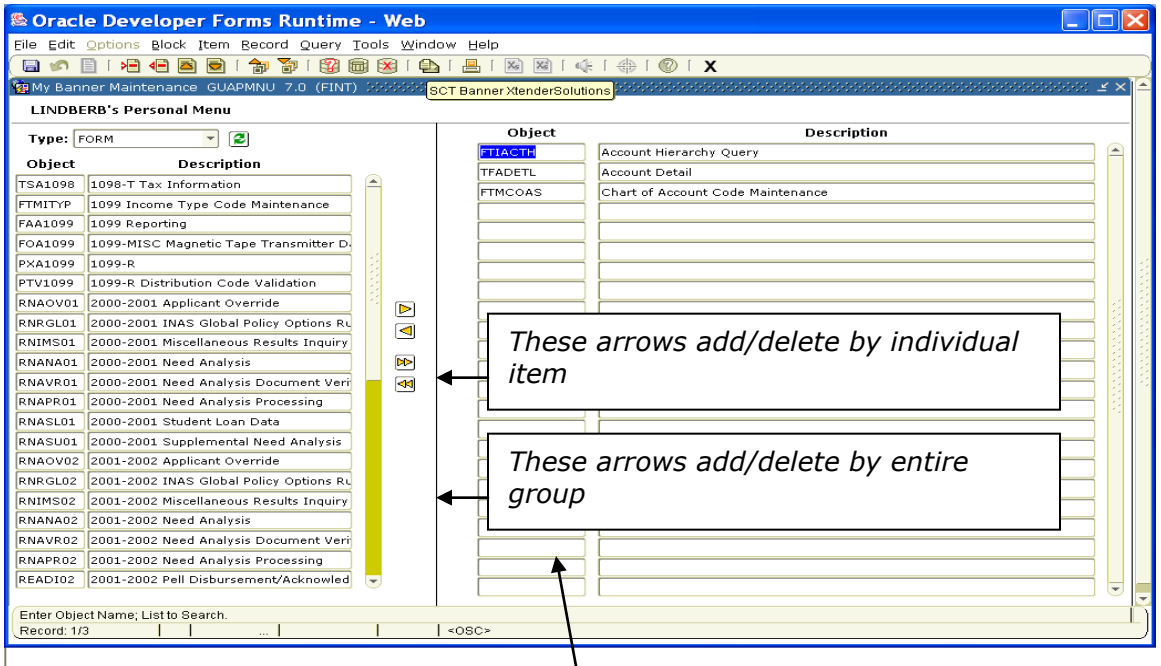
Procedures:

1. Click Folder "My Banner"
2. Click "Organize My Banner"

Procedures (Cont.)

There are different ways to load information into the right-hand column, which becomes your "My Banner" menu. Choices are:

- Type form name directly into the Object Box
- Locate the form name on the left-hand side. You can perform a query to do this. Then click large yellow arrow to select one-by-one or the double arrows to select all queried items.



These arrows add/delete by individual item

These arrows add/delete by entire group

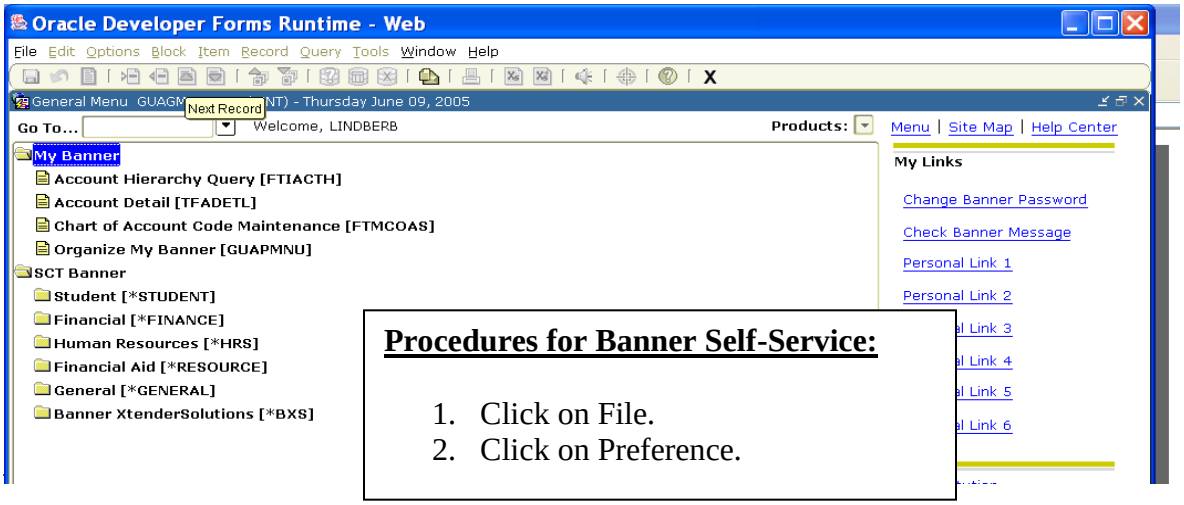
Items listed in this column become your "My Banner" options.

Quick Tip

After making the selections, **you must Save/Commit the changes** (F10). The changes do not appear until you log out & log back into Banner.

Creating a Personal Link

This feature allows you to create your own links on the main page.



Procedures for Banner Self-Service:

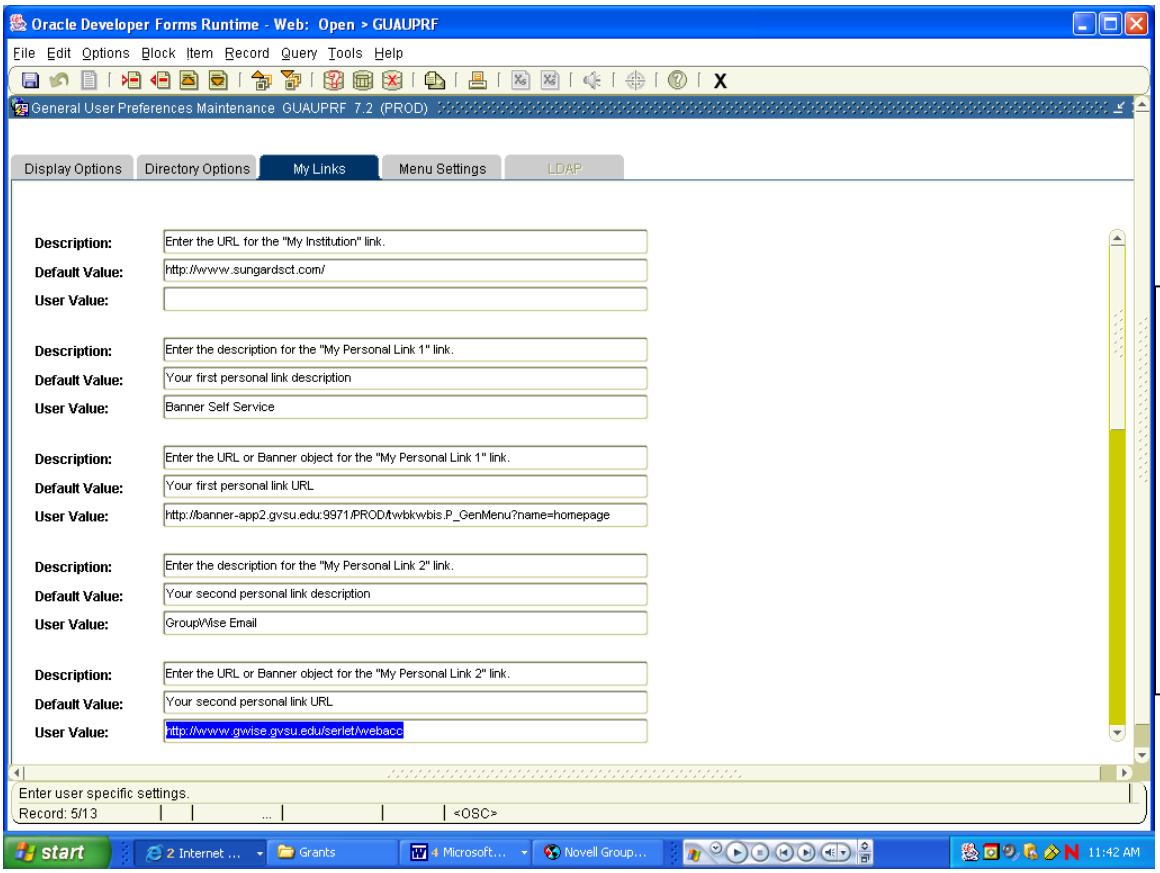
1. Click on File.
2. Click on Preference.

Procedures (Cont.)

3. Click on My Links
4. Under the first User Value, type in the Title that will appear to the right of the screen.
5. Under the 2nd User Value, type in the following URL

http://banner-app2.gvsu.edu:9971/PROD/twbkwbis.P_GenMenu?name=homepage

6. Click F10 to save.



After making the selections, **you must Save/Commit the changes** (F10). The changes do not appear until you log out & log back into Banner.

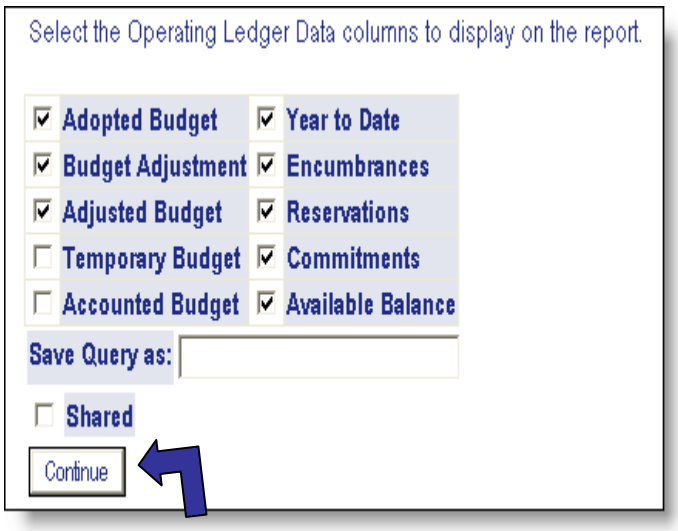
Grant Queries (Self-Service)

Budget Status by Account Query

Budget Status by Account Query is another option to look up financial activity for a grant.

To complete a budget status by account query:

1. **Click** Budget Queries on the Finance Main Menu
2. **Choose** Budget Status by Account from drop-down menu
3. **Click** Create Query button
4. **Click** desired data column titles (headers) to display. Each item checked will create a column of data.



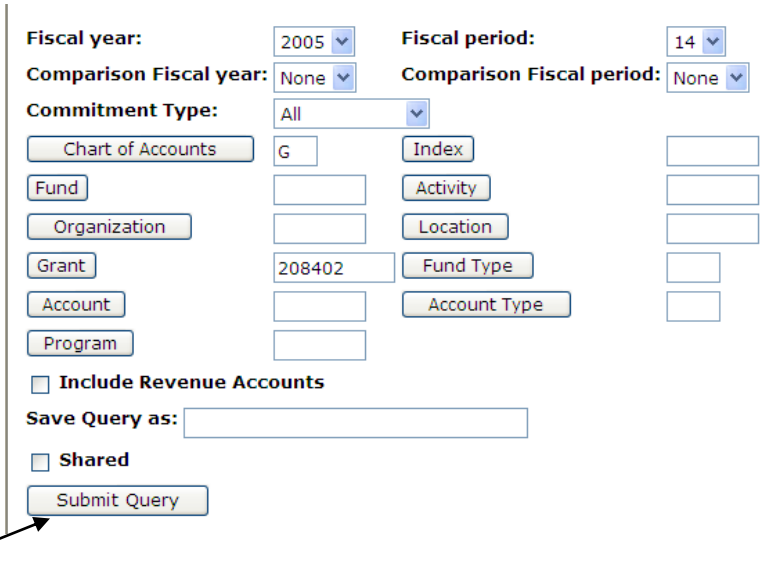
Quick Tip

The Finance Self-Service Manual is a great reference.

5. **Click** Continue button

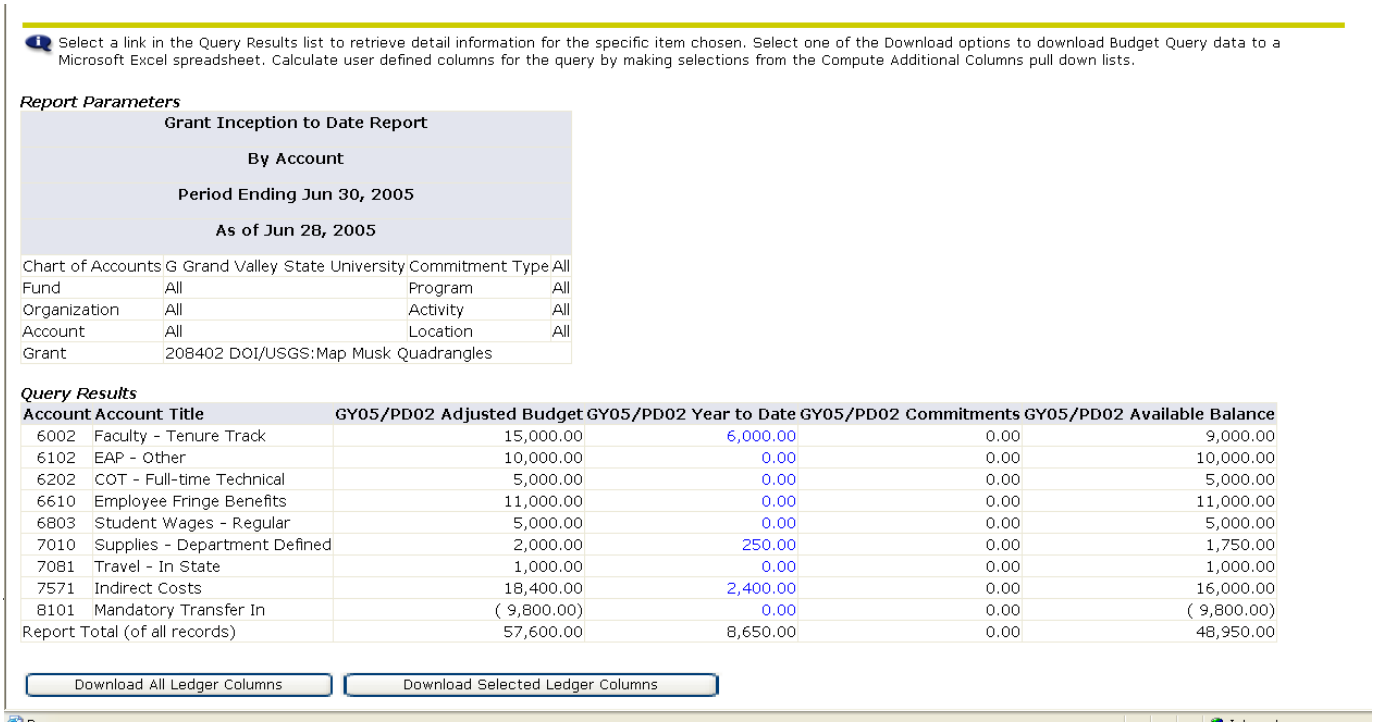
6. **Supply** the following information:

- **Fiscal Year**
- **Fiscal Period**
- **Chart of Accounts**
- **Grant Code**



7. **Click** Submit Query button

8. **View** results



Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Grant Inception to Date Report

By Account

Period Ending Jun 30, 2005

As of Jun 28, 2005

Chart of Accounts	G Grand Valley State University	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	208402 DOI/USGS:Map Musk Quadrangles		

Query Results

Account	Account Title	GY05/PD02 Adjusted Budget	GY05/PD02 Year to Date	GY05/PD02 Commitments	GY05/PD02 Available Balance
6002	Faculty - Tenure Track	15,000.00	6,000.00	0.00	9,000.00
6102	EAP - Other	10,000.00	0.00	0.00	10,000.00
6202	COT - Full-time Technical	5,000.00	0.00	0.00	5,000.00
6610	Employee Fringe Benefits	11,000.00	0.00	0.00	11,000.00
6803	Student Wages - Regular	5,000.00	0.00	0.00	5,000.00
7010	Supplies - Department Defined	2,000.00	250.00	0.00	1,750.00
7081	Travel - In State	1,000.00	0.00	0.00	1,000.00
7571	Indirect Costs	18,400.00	2,400.00	0.00	16,000.00
8101	Mandatory Transfer In	(9,800.00)	0.00	0.00	(9,800.00)
Report Total (of all records)		57,600.00	8,650.00	0.00	48,950.00

Download All Ledger Columns | Download Selected Ledger Columns

In this query, only Grant Code 208402 was selected - and resulting display is a financial consolidation of all funds associated with this grant code. To look at the activity of a single fund component, enter both the grant code and associated fund code for the query. Neither Organization Code or Program Code is required to perform a grant query.

Other

- Query function is available for look-up of Grant Codes and Fund Codes.
- The Year-to-Date column will reflect Inception-to-Date balances.
- The Sponsor Account display feature is not available in Self-Service.

For Multiple Funds in a Grant Code, you can query a specific Fund by entering the Grant Code and then the specific Fund Code to view only that Fund's activity. Again, neither Organization Code nor Program Code is required to perform a grant query.

Budget Quick Query

Query set-up follows the same procedures as a Budget Status by Account Query, including Inception-to-Date balances. However, the display provides no additional features, such as drill-down or Excel download capabilities.